

Credit Card - Sales Form

MERCHANT INFORMATION:

2008 Risk Symposium
Return to Alex Zubelewicz
Fax: 505-606-2397
Email: Alexz@lanl.gov

1. Transaction Date: _____
2. Transaction Amount: ☐ \$525.00 ☐ \$600.00 ☐ \$75.00
3. Payment Description:
 - ☐ Housing – Rent Apt # _____
 - ☐ Housing – Application Fees
 - ☐ Housing - Damage Deposit
 - ☐ Travel - POA Trip # _____
 - ☐ Insurance
 - ☐ Parking Ticket Ticket # _____
 - ☒ Conference U Code ___U9WT___
 - ☐ Other Description _____
4. Z number: _____N/A_____ Contact Phone Number: _____
5. Card Holder Name (exact name): _____
6. Credit Card Number: _____
7. Type of credit card: Personal Card ☐ or Government Card ☒
8. ☐ MC or ☐ VISA
9. Credit card - Expiration date: _____
10. 3 digit security code on back of credit card: _____
- 11 Billing address: _____

12. Authorization #: (merchant use only) _____
13. Cardholder Signature _____